

St Augustine Academy

Job Description



Job Title:	Learning Support Assistant	Reporting to:	Assistant Principal
Start Date:		Grade and Range:	WAT Band E pt 10 - 14

Purpose and Context:	To provide coordinated support for students to help them achieve appropriate levels of learning and progress.
Duties and Responsibilities	• To provide support for individuals and groups of ASD pupils with learning, behavioural and emotional needs. • To facilitate pupils' access to mainstream lessons. • To support pupils in unstructured times as requested. • To support the Designated Child Protection Co-ordinator (DCPC) in fulfilling the schools duties in respect of Child Protection, Looked after Children, and Children in Need. • To investigate concerns raised by pupils as agreed by the Lead Teacher or senior member of staff. • To work on a 1:1 basis on individual programmes as required. • Provide support and advice to pupils in line with promoting their personal development. • Respond to and take steps to resolve relationships between pupils. • Provide general student support e.g. lost items, upsets. • To support the work of teachers and to keep them fully informed. • Collect and collate statements relating to incidents, following up as appropriate. • Be aware of and comply with policies and procedures relating to child protection and all aspects of safeguarding children. • To support pupils in their learning and encourage positive attitudes and behaviour around school. • To be members of the emergency response team and to staff the designated pastoral support areas.

	• At the request of Lead Teacher of the Satellite to talk to pupils experiencing difficulties and convey the voice of the child to parents and school staff. • Work collaboratively with other staff both in main school and satellite. • Seek reports on pupil progress from staff as directed. • Establish and foster good and trusting relationships with all children, parents/ carers and colleagues. • To deal with behaviour issues in line with school policies. • Attend staff training to develop own professional skills and knowledge. • Promote equality for all, recognising and encouraging anti-discriminatory behaviour, respecting confidentiality (unless there are child protection implications) recognising others' rights and choice and respecting personal beliefs and identity. • To undertake examination invigilation on occasion. • Carry out home visits where appropriate. • Assist with on call duties. • Assist with break/lunchtime cover as required. • To represent the school in a manner consistent with its ethos and values. • To respect the confidential nature of information relating to the school and students. • To maintain a daily log of events. • To contribute to the relevant actions of the School Development Plan. • To use strong computer skills to support administrative and classroom tasks efficiently, including preparing resources, maintaining records, and assisting staff with digital systems as required. • Any other duties and responsibilities that are deemed appropriate to the role and have been jointly negotiated.
Culture and Ethos	To promote the Woodard Christian Ethos that embraces all faiths and none To be alert to the health and safety of the working environment and to advise the line manager of any health and safety concerns.
General	To carry out any other duties as may reasonably be required by the Principal.

All staff are expected to;

- Promote the Woodard Christian ethos that embraces all faiths and none
- Take responsibility for their own professional development and support that of colleagues where appropriate
- Engage in the academy appraisal process and support colleagues in achieving their own targets where appropriate
- Have regard to guidance on keeping children safe in education
- Follow Trust policy and procedures
- Observe health and safety requirements and play their part in ensuring a safe working environment

This job description may be subject to amendment or modification at any time after consultation with the post holder. It is not a comprehensive statement of procedures and tasks but sets out the main expectations in relation to the post holder's responsibilities.

All staff have an entitlement to high-quality induction and continuing support and development. All staff will have opportunities to discuss their professional needs, both through performance management and through other professional dialogues.

Safeguarding Statement

The Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Successful applicants will need to undertake an Enhanced DBS check and/or a Barred List check. Management posts will be subject to a Section 128 clearance.

Equal Opportunities

The Trust is committed to equality of opportunity. We positively welcome applications from all sections of the community.

Signed: Date:

Signed: (Principal)

St Augustine Academy

Person Specification



Learning Support Assistant		
A	Education and Qualifications	Essential or Desirable
1	GCSE (or equivalent) passes in English and Mathematics	E
2	Relevant training in behaviour management or education support	D
B	Experience and knowledge	Essential or Desirable
1	Experience of working with young people in an educational setting	E
2	Understanding of the role of a cover supervisor	E
3	Experience of managing or supervising groups of students	E
4	Knowledge of recent Ofsted and DfE guidance	E
5	Awareness of safeguarding and child protection procedures	E
6	An understanding of the principles of Keeping Children Safe in Education 2022 and a commitment to ensuring the health, safety and wellbeing of all children.	E
C	Skills and abilities	Essential or Desirable
1	Good classroom practitioner	E
2	Effective use of technology to enhance productivity and pupil outcomes.	E
3	Ability to work on own initiative and organise work with minimal supervision and meet deadlines	E
4	Ability to communicate at an appropriate level both written and orally	E
D	Motivation	Essential or Desirable
1	Appropriately motivated to work with children & young people.	E
2	Ability to form & monitor appropriate relationship & personal boundaries with children & young people.	E
3	Motivated to perform the job well and to continuously develop	E
4	Commitment to trust / academy ethos and values	E
E	Personal qualities	Essential or Desirable
1	High professional and personal standards	E

2	Child centred humane attitude to use of authority & maintaining discipline.	E
3	Emotional resilience to working in a challenging environment	E
4	Integrity and drive	E
5	Ability to establish good working relationships with all relevant stakeholders	E
6	High levels of tact, diplomacy, sensitivity and understanding	E
7	An understanding of child protection and safeguarding in educational establishments	E
8	May be required to work outside of normal school hours on occasion, with due notice.	E